



Beginning in FY 2004, a summary of *all* funds managed by the City is included in the budget document. Those funds noted with an asterisk are funds that are included for the first time in FY 2004. Inclusion of all funds provides City Council and citizens with a more comprehensive view of the City's finances. A Stadium Fund is included beginning in FY 2004 to track revenues and expenditures for the newly renovated baseball stadium.

*Asset Forfeiture Fund**

Central Virginia Communications Radio Board Fund

Community Development Block Grant (CDBG) Fund

Comprehensive Services Act Fund

Donations Fund

E-911/Emergency Communications Center Fund

*Highway Projects Grant Fund**

Housing, Opportunities, Medical Care, and Education (HOME) Ownership Program Fund

Law Library Fund

*Lynchburg Business Development Center Fund**

*Lynchburg Expressway Appearance Fund (LEAF) Special Revenue Fund**

Museum System Special Revenue Fund

Recreation Programs Special Revenue Fund

Regional Juvenile Detention Center Fund

Risk Management (Self-Insurance) Fund

*Special Welfare Fund**

Stadium Fund

Technology Fund

*City / State / Federal Aid Fund (Grants Fund) **

Commonwealth's Attorney Office Grants

Police Department Grants

Fire Department Grants

Juvenile Services Grants

Social Services Grants

Community Planning and Development Grants

Community Diversion – Community Corrections Program Grant

NOTE: The Passenger Facility Charge Fund is included as a component of the Airport Fund.



Asset Forfeiture Fund. Established as required by the Commonwealth of Virginia to monitor the receipts of assets seized as a result of police investigations of criminal activity. The seizure of assets is a civil forfeiture based upon probable cause to believe the asset was used in substantial connection to a drug violation. Upon judicial action authorizing such seizure, the asset is remitted to the Commonwealth of Virginia. The State is allocated a portion of the seizure and returns the balance to the respective locality to allocate between the Police Department, Commonwealth Attorney, Sheriff and other municipalities, if appropriate. The expenditure of these funds must be related to law enforcement purposes. It is not appropriate per the State Code to budget or anticipate revenues in this fund, therefore no budget has been submitted for FY 2004. Represented in the columns below are the respective allocations received from the State and allowable expenditures. Due to the delicate nature of these expenditures, they have not been itemized. This fund will be reviewed each year at the annual Carryforward and Third Quarter Reviews to adjust for revenues and expenditures.

NOTE: This fund is included in FY 2004 for the first time and does not have an Adopted FY 2003 Budget.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	\$120,163	\$0	\$87,315	\$23,339	\$23,339
REVENUES					
<i>Interest Income *</i>	1,778	0	129	0	0
<i>State</i>	37,653	0	25,895	0	0
<i>Federal</i>	0	0	0	0	0
TOTAL REVENUES	\$39,431	\$0	\$26,024	\$0	\$0
TOTAL RESOURCES	\$159,594	\$0	\$113,339	\$23,339	\$23,339
EXPENDITURES	\$72,279	\$0	\$90,000	\$23,339	\$23,339
TOTAL EXPENDITURES	\$72,279	\$0	\$90,000	\$23,339	\$23,339
ENDING FUNDS	\$87,315	\$0	\$23,339	\$0	\$0

* Interest is not authorized to be expended until year end.



Central Virginia Radio Communications Board (CVRCB) Fund. This board oversees the regional radio system's maintenance program and applications of the system. Revenues for this fund come from each of the participating jurisdictions (Amherst and Bedford Counties and the independent cities of Bedford and Lynchburg). Lynchburg's share is funded from a tax on telephone service. Expenses include equipment maintenance, training, electrical and fuel costs. The Lynchburg Emergency Communications Administrator is the Chairman of Central Virginia Radio Communications Board.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	\$232,187	\$37,990	\$222,786	\$20,151	\$20,151
REVENUES					
Charges for Services	\$528,340	\$559,166	\$559,166	\$567,768	\$567,768
TOTAL REVENUE	\$528,340	\$559,166	\$559,166	\$567,768	\$567,768
EXPENDITURES					
<i>Contractual Services</i>					
Maintenance and Repair	\$498,801	\$495,024	\$697,659	\$507,449	\$507,449
Miscellaneous Contractual Services	1,500	0	0	0	0
<i>Other Charges</i>					
Supplies and Materials	340	3,500	3,500	500	500
Utilities	18,768	24,000	24,000	22,000	22,000
Insurance Premiums	8,086	8,142	8,142	9,319	9,319
Travel and Training	10,246	10,000	10,000	10,000	10,000
<i>Capital Outlay</i>	0	18,500	18,500	18,500	18,500
TOTAL EXPENDITURES	\$537,741	\$559,166	\$761,801	\$567,768	\$567,768
ENDING FUNDS	\$222,786	\$37,990	\$20,151	\$20,151	\$20,151

Budget Description

The Proposed FY 2004 Central Virginia Regional Radio Communications Board Fund budget of \$567,768 represents a 1.54% increase of \$8,602 as compared to the Adopted FY 2003 budget of \$559,166.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$7,425 increase in Maintenance and Repair for increased maintenance agreement contract costs for the regional radio system.
- ◆ \$1,177 increase in Insurance premiums for increased insurance rates.

The Central Virginia Regional Radio Communications Board requested \$567,768.

All items requested were proposed for funding.

The Proposed FY 2004 Central Virginia Regional Radio Communications Board Fund budget was adopted without changes.



Community Development Block Grant (CDBG) Fund. The CDBG Program is designed to preserve, rehabilitate and improve the low income neighborhoods through low interest loans, rental assistance, rehabilitation of blight properties and program support. The City receives federal funding each year for the program. Any unexpended funds at year-end are carried forward into the next fiscal year. Prior to FY2003, the Community Development Block Grant budget was not adopted on the City's regular budget schedule. Actual FY 2002 includes combined totals of six concurrent program years. Amended FY 2003 and Proposed FY 2004 represent each program year only.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	(\$28,741)	(\$28,741)	(\$1,379)	\$0	\$0
REVENUES					
Revenue from the Federal Government	\$1,285,522	\$1,090,000	\$1,091,379	\$1,084,000	\$1,086,000
Reprogrammed Prior Year Program Income	\$0	\$28,625	\$28,625	\$0	\$0
Program Income	\$109,897	\$88,310	\$59,569	\$101,982	\$101,982
TOTAL REVENUES	\$1,395,419	\$1,206,935	\$1,179,573	\$1,185,982	\$1,187,982
EXPENDITURES					
<i>Salaries</i>	\$0	\$202,700	\$202,700	\$0	\$0
<i>Employee Benefits</i>	0	10,325	50,727	0	0
<i>Contractual Services</i>					
Maintenance and Repair	0	1,000	1,000	0	0
Allocations	1,368,057	943,694	902,792	1,185,982	1,187,982
<i>Other Charges</i>					
Supplies and Materials	0	6,655	4,755	0	0
Training and Conferences	0	2,500	2,500	0	0
Telecommunications	0	900	900	0	0
Local Boards and Commissions	0	9,000	8,000	0	0
Postage and Mailing	0	0	2,000	0	0
Moving and Relocation Expenses	0	1,420	2,820	0	0
TOTAL EXPENDITURES	\$1,368,057	\$1,178,194	\$1,178,194	\$1,185,982	\$1,187,982
ENDING FUNDS	(\$1,379)	\$0	\$0	\$0	\$0

Budget Description

The Proposed FY 2004 Community Development Block Grant budget of \$1,185,982 represents a 6.6% increase of \$17,788 as compared to the Adopted FY 2003 budget of \$1,178,194.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$7,379 reduction in the amount of federal funds available for FY 2004.
- ◆ \$13,788 increase in available program income for FY 2004.

The department requested \$1,185,982.

All items requested were proposed for funding.

The Proposed FY 2004 Community Development Block Grant budget was adopted with the following changes:

- ◆ \$2,000 increase in the amount of federal funds available for FY 2004.



Comprehensive Services Act (CSA) Fund. The CSA Program provides services to children and youth who come before the local Family and Planning Assessment Team (FAPT) and the Lynchburg Community Policy Management Team (CPMT). Juvenile Services provides administrative supervision to the CSA staff.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	² Amended FY 2003	Manager's ² Proposed FY 2004	² Adopted FY 2004
PERSONNEL (FTE)	1.00	1.00	1.00	1.15	1.15
BEGINNING FUNDS	\$141,095	\$495,529	(\$155,840)	\$0	\$0
REVENUES					
Miscellaneous Revenue	\$313,666	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$773,917
Transfer from General Fund	616,645	611,321	611,321	622,376	0
Transfer from Lynchburg City Schools	151,541	151,671	151,671	151,541	0
Revenue from the Commonwealth	1,872,677	1,982,274	2,138,114	1,982,274	1,982,274
TOTAL REVENUES	\$2,954,529	\$2,745,266	\$2,901,106	\$2,756,191	\$2,756,191
EXPENDITURES					
Salaries	\$25,390	\$23,868	\$23,868	\$29,410	\$29,410
Employee Benefits	8,707	8,112	8,112	10,437	10,437
Administration	5,130	14,140	14,140	6,800	6,800
Mandated/Residential	2,381,259	2,099,146	2,099,146	2,109,544	2,109,544
Mandated/Non-Residential	531,446	400,000	400,000	400,000	400,000
Non-Mandated Services	294,591	200,000	200,000	200,000	200,000
Miscellaneous	4,941	0	0	0	0
TOTAL EXPENDITURES	\$3,251,464	\$2,745,266	\$2,745,266	\$2,756,191	\$2,756,191
ENDING FUNDS¹	(\$155,840)	\$495,529	\$0	\$0	\$0

¹ The FY 2002 Comprehensive Services Act Fund deficit ending fund balance is due to the FY 2002 grant which had eligible expenditures as of June 30, 2002 that were reimbursed by State revenues in FY 2003.

² The FY 2003 and FY 2004 information presented is for each CSA grant program for those respective fiscal years.

Budget Description

The Proposed FY 2004 Comprehensive Services Act Fund budget of \$2,756,191 represents a 0.40% increase of \$10,925 as compared to the Adopted FY 2003 budget of \$2,745,266.

No significant changes were introduced in the Requested FY 2004 budget.

The department requested \$2,756,191.

All major items requested were proposed for funding.

The Proposed FY 2004 Comprehensive Services Act Fund budget was adopted without changes.



Donations Fund. This fund accounts for amounts donated to the City as well as the related expenditures of those funds by the various departments such as Police, Human Service and the Library. Also, included is the Adopt-A-Bed Program activity.

NOTE: This fund is included in FY 2004 for the first time and does not have an Adopted FY 2003 Budget

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	\$109,108	\$0	\$119,721	\$127,347	\$127,347
REVENUES					
Contributions	\$26,361	\$0	\$15,708	\$0	\$0
TOTAL REVENUES	\$26,361	\$0	\$15,708	\$0	\$0
EXPENDITURES					
<i>Other Charges</i>					
Supplies and Materials	\$14,891	\$0	\$7,692	\$0	\$0
Training and Conferences	857	0	390	0	0
TOTAL EXPENDITURES	\$15,748	\$0	\$8,082	\$0	\$0
ENDING FUNDS*	\$119,721	\$0	\$127,347	\$127,347	\$127,347

Budget Description

No budget was requested for FY 2004.

This Fund will be eliminated in the *Adopted FY 2004 Budget*.

Ending Funds for Amended FY 2003 are designated for :

Human Services	\$11,615
Police	4,124
Public Works	9,191
Library	74,265
Adopt-a-Bed	<u>28,152</u>
TOTAL	<u>\$127,347</u>



E-911/Emergency Communications Center Fund. The Center handles radio communications for police, fire, and ambulance services, including daily operation of the E-911 system. Revenues for this fund come from a tax on telephone service. Expenses include new equipment and technology. The Police Department manages and operates the center.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	\$623,706	\$736,928	\$738,047	\$656,319	\$656,319
REVENUES					
E-911 Telephone Tax	\$963,070	\$1,032,000	\$1,032,000	\$1,026,000	\$1,026,000
Wireless E911 Revenue	54,912	0	0	0	0
Bond Proceeds	0	0	401,000	0	0
Interest Earnings	13,076	20,000	20,000	11,000	11,000
TOTAL REVENUES	\$1,031,058	\$1,052,000	\$1,453,000	\$1,037,000	\$1,037,000
EXPENDITURES					
<i>Contractual Services</i>					
Maintenance and Repair	\$55,054	\$23,193	\$90,343	\$113,459	\$113,459
Professional Services	3,710	0	0	0	0
Miscellaneous Contractual Services	194,452	235,151	207,624	205,459	205,459
<i>Internal Services</i>					
Fleet Services	22	200	200	0	0
<i>Other Charges</i>					
Supplies and Materials	5,167	850	850	550	550
Utilities	16,627	19,628	19,628	18,628	18,628
Travel and Training	8,626	7,789	7,789	7,789	7,789
Telecommunications	96,290	120,000	120,000	100,000	100,000
Miscellaneous Expenses	0	0	20,642	0	0
<i>Rentals and Leases</i>	2,848	2,800	2,800	2,800	2,800
<i>Capital Outlay</i>	167,401	151,910	507,892	98,738	98,738
<i>Debt</i>					
Serial Bond Debt	96,159	95,963	95,963	167,470	167,470
Lease Debt	164,361	345,997	345,997	345,997	345,997
<i>General Fund Payment</i>	105,000	105,000	105,000	105,000	105,000
<i>Equipment Replacement Reserve</i>	1,000	10,000	10,000	10,000	10,000
TOTAL EXPENDITURES	\$916,717	\$1,118,481	\$1,534,728	\$1,175,890	\$1,175,890
ENDING FUNDS	\$738,047	\$670,447	\$656,319	\$517,429	\$517,429



E-911/Emergency Communications Center Fund Budget Description

The Proposed FY 2004 E-911/Emergency Communications Center Fund budget of \$1,175,890 represents a 5.13% percent increase of \$57,409 as compared to the Adopted FY 2003 budget of \$1,118,481.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$90,266 increase in Maintenance and Repair.
 - \$47,596 increase as a result of realigning these funds to the proper account. Maintenance on the Open Software Solution Inc (OSSSI) software and the Stratus Server were previously budgeted under Miscellaneous Contractual Services.
 - \$18,504 increase as a result of realigning these funds to the proper account. Cost of general server maintenance were previously budgeted in Capital Outlay
 - \$3,498 increase in OSSSI software maintenance costs.
 - \$16,000 increase in maintenance costs due to the addition of a third radio site which will facilitate communication in the lower Wards Road area.
 - \$4,668 general increases to Grounds Maintenance, Janitorial Services and Mechanical Maintenance and Repair due to increased operating costs.
- ◆ \$29,562 decrease in Miscellaneous Contractual Services.
 - \$47,596 decrease as a result of realigning these funds to Maintenance and Repair
 - \$2,852 increase in Lynchburg's share of the Central Virginia Regional Radio system costs.
 - \$15,000 increase as a result of realigning these funds to the proper account. Costs for OSSSI updates were previously budgeted under Capital Outlay.
- ◆ \$63,172 decrease in Capital Outlay
 - \$18,504 decrease as a result of realigning these funds to Maintenance and Repair
 - \$15,000 decrease as a result of realigning these funds to Miscellaneous Contractual Services
 - \$29,668 decrease as a result of less spending needs during the FY 2004 as compared to FY 2003.
- ◆ \$71,507 increase in Debt Service as a result of issuing General Obligation bonds in FY 2003 to fund the cost of adding an additional radio site to serve the lower Wards Road area.

The department requested \$1,187,290.

Major items requested not proposed for funding include:

- ◆ \$10,000 in telephone services.
- ◆ An additional \$10,000 was moved from telephone services to Capital Outlay

The Proposed FY 2004 E-911/Emergency Communications Center Fund budget was adopted without changes.



Highway Projects Grant Fund. This fund accounts for certain urban highway construction projects included in the Virginia Department of Transportation's Six-Year Work Program. These projects are administered by the City staff and are ninety-eight percent (98%) reimbursable by the State from the Urban System funds allocation. Local matching funds of two percent (2%) are budgeted in the City's Capital Improvement Program.

NOTE: This fund is included in FY 2004 for the first time and does not have an Adopted FY 2003 Budget.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	\$698,217	\$0	\$81,213	\$0	\$0
REVENUES					
Revenue from the Commonwealth	\$1,530,846	\$0	\$4,954,550	\$0	\$0
Charges for Services	124,512	0	0	0	0
TOTAL REVENUES	\$1,655,358		\$4,954,550		
EXPENDITURES					
<i>Salaries</i>	\$96,640	\$0	\$146,399	\$0	\$0
<i>Capital Outlay</i>	492,206	0	3,001,724	0	0
<i>Debt Service</i>					
Principal Retirement	1,555,000	0	1,790,000	0	0
Interest Payments	128,516	0	97,640	0	0
TOTAL EXPENDITURES	\$2,272,362	\$0	\$5,035,763	\$0	\$0
ENDING FUNDS	\$81,213	\$0	\$0	\$0	\$0

Budget Description

This fund has no Proposed FY 2004 budget, as projects continuing from the Amended FY 2003 Budget will continue until completion.



HOME Ownership Program Fund. The Program is designed to assist first-time, low-income homebuyers with the purchase of a home, as well as rehabilitation of owner-occupied homes and rehabilitation of vacant properties for occupancy. The City receives federal funding each year for this program. Any unexpended funds at year-end are carried forward into the next fiscal year. Prior to FY2003, the HOME Ownership Program Fund budget was not adopted on the City's regular budget schedule. Actual FY 2002 includes combined totals of eight concurrent program years. Amended FY 2003 and Proposed FY 2004 represent each program year only.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	(\$53,641)	(\$53,641)	(\$17,170)	\$0	\$0
REVENUES					
Revenue from the Federal Government	\$738,250	\$517,641	\$481,170	\$464,000	\$599,666
Program Income	0	25,684	25,684	0	0
TOTAL REVENUES	\$738,250	\$543,325	\$506,854	\$464,000	\$599,666
EXPENDITURES					
Salaries	\$0	\$0	\$5,500	\$5,500	\$5,500
Employee Benefits	0	0	2,500	2,500	2,500
Contractual Services					
Allocations	701,779	489,684	481,684	456,000	591,666
TOTAL EXPENDITURES	\$701,779	\$489,684	\$489,684	\$464,000	\$599,666
ENDING FUNDS	(\$17,170)	\$0	\$0	\$0	\$0

Budget Description

The Proposed FY 2004 HOME Ownership Program Fund budget of \$464,000 represents a 5.25% decrease of \$25,684 as compared to the Adopted FY 2003 budget of \$489,684.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$25,684 reduction in the amount of available program income for FY 2004.

The department requested \$464,000.

All items requested were proposed for funding.

The Proposed FY 2004 HOME Ownership Program Fund budget was adopted with the following changes:

- ◆ \$135,666 increase in the amount of available program income for FY 2004.



Law Library Fund. The Law Library is located in the Downtown Branch Library at City Hall and is administered by the Public Library. It provides legal reference materials for attorneys, students, and others with legal research needs.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	\$26,788	\$24,258	\$3,521	(\$3,009)	(\$3,009)
REVENUES					
Charges for Services	\$58,700	\$60,000	\$60,000	\$60,000	\$60,000
TOTAL REVENUES	\$58,700	\$60,000	\$60,000	\$60,000	\$60,000
EXPENDITURES					
<i>Contractual Services</i>					
Professional Services	0	50	50	50	50
<i>Other Charges</i>					
Supplies	\$55,408	\$40,000	\$37,106	\$30,461	\$30,461
Telecommunications	409	315	200	315	315
Dues & Memberships	0	15	15	15	15
General Fund Payment	26,150	26,150	26,150	26,150	26,150
TOTAL EXPENDITURES	\$81,967	\$66,530	\$63,521	\$56,991	\$56,991
ENDING FUNDS	\$3,521	\$17,728	\$0	\$0	\$0

Budget Description

The Proposed FY 2004 Law Library Fund budget of \$56,991 represents a 14.34% decrease of \$9,539 as compared to the Adopted FY 2003 budget of \$66,530.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$9,539 decrease in expenses achieved by not purchasing materials in both hard copy and electronic format.

The department requested \$56,991.

All items requested were proposed for funding.

The Proposed FY 2004 Law Library Fund budget was adopted without changes.



Lynchburg Business Development Center Fund. This fund accounts for grant monies from the Economic Development Authority (EDA) awarded to The City of Lynchburg and passed on to the Business Development Center Federal Department of Commerce as a Sub-grantee. Its purpose is to account for the revolving loan activity of the Business Development Center and serves the Region 2000 Area by providing “gap” financing to businesses for projects that otherwise would not be eligible for full financing through traditional lenders. This program is similar in structure to the Small Business Administration (SBA) 504 Program that creates and/or retains jobs. For each \$10,000 the Business Development Center lends, the recipient must demonstrate the creation/retention of one job over a three-year period. The Center has made 25 loans since its inception in 1993. The Region 2000 area includes the cities of Lynchburg and Bedford, the towns of Altavista and Amherst, and the counties of Amherst, Appomattox, Bedford, and Campbell.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	\$125,384	\$0	\$125,384	\$125,384	\$125,384
REVENUES					
Revenue from loan repayments (principle and interest)	\$37,650	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$37,650	\$0	\$0	\$0	\$0
EXPENDITURES					
Revolving loan fund operating expenses	\$37,650	0	0	0	0
TOTAL EXPENDITURES	\$37,650	\$0	\$0	\$0	\$0
ENDING FUNDS	\$125,384	\$0	\$125,384	\$125,384	\$125,384

Budget Description

No budget was requested for FY 2004.



Lynchburg Expressway Appearance Fund (LEAF) Special Revenue Fund. The Lynchburg Expressway Appearance Fund (LEAF) accounts for any pledges and donations from citizens and businesses for the beautification of major transportation corridors throughout the City by the planting of trees, shrubs, and flowerbeds.

NOTE: This fund is included in FY 2004 for the first time and does not have an Adopted FY 2003 Budget

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	\$25,291	\$0	\$13,459	\$10,419	\$10,419
REVENUES					
Revenue from pledges and donations	0	0	0	0	0
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0
EXPENDITURES					
Contractual Services					
Grounds Maintenance Services	1,375	0	0	0	0
Landscaping Services	9,382	0	3,040	0	0
Other Charges					
Consultant Services	1,075	0	0	0	0
TOTAL EXPENDITURES	\$11,832	\$0	\$3,040	\$0	\$0
ENDING FUNDS	\$13,459	\$0	\$10,419	\$10,419	\$10,419

Budget Description

No budget was requested for FY 2004.



Museum System Special Revenue Fund. This fund as established to receive funds from admission and other museum fees, gift sales, grants and charitable contributions. These funds are appropriated annually as needed for the Museum System's education, exhibit and artifact preservation programs and for various special projects as recommended by the Museum Advisory Board.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	\$18,894	\$17,037	\$18,840	\$10,261	\$10,261
REVENUES					
Charges for Services (Admissions)	\$10,254	\$10,000	\$10,000	\$10,000	\$10,000
Miscellaneous Revenue (includes Diggs)	23,090	300	300	300	300
TOTAL REVENUES	\$33,344	\$10,300	\$10,300	\$10,300	\$10,300
EXPENDITURES					
<i>Salaries</i>	3,186	5,935	5,935	6,052	6,052
<i>Employee Benefits</i>	244	454	454	464	464
<i>Contractual Services</i>					
Professional Services	0	250	250	0	0
Advertising and Public Relations Services	2,815	2,400	2,400	2,500	2,500
Miscellaneous Contractual Services	0	500	500	0	0
<i>Other Services</i>					
Supplies	2,982	7,840	7,840	4,700	4,700
Training & Meetings	2,029	1,500	0	0	0
Postage	0	0	1,500	0	0
General Fund Transfer (Diggs Trust)	22,142	0	0	0	0
TOTAL EXPENDITURES	\$33,398	\$18,879	\$18,879	\$13,716	\$13,716
ENDING FUNDS	\$18,840	\$8,458	\$10,261	\$6,845	\$6,845

Budget Description

The Proposed FY 2004 Museum Fund budget of \$13,716 represents a 27.35% decrease of \$5,163 as compared to the Adopted FY 2003 budget of \$18,879.

Significant changes introduced in the Requested FY 2004 include:

- ◆ \$650 decrease in Contractual Services related to curtailed exhibit production due to the closing of the Old Court House.
- ◆ \$3,140 decrease in Supplies and Materials related to elimination of exhibits.
- ◆ \$1,500 decrease in Travel and Training.

The department requested \$13,716.

All items requested were proposed for funding.

The Proposed FY 2004 Museum Fund budget was adopted without changes.



Recreation Programs Special Revenue Fund. Supports a wide range of recreational activities including adult and youth athletics, aquatics classes, senior adult programs, nature camp, naturalist programs, rentals of centers, Miller Park Pool, shelters, and athletic fields, special events management, general classes, and the sale of theme park tickets. The majority of the programs serve special interest groups or individuals pursuing individual interests. The special revenues also offer the opportunity to invest in the Parks and Recreation facilities that support programming and are used to augment General Fund dollars to expand programming to the public.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
BEGINNING FUNDS	\$82,269	\$19,078	\$94,173	\$82,758	\$82,758
REVENUES					
Charges for Services	\$248,138	\$481,475	\$481,475	\$475,923	\$475,923
TOTAL REVENUES	\$248,138	\$481,475	\$481,475	\$475,923	\$475,923
EXPENDITURES					
General Administration	\$34,713	\$61,886	\$61,886	\$47,000	\$47,000
Athletic Program	86,565	166,208	166,343	114,837	114,837
Business Services	33,415	41,671	41,671	39,462	39,462
Park Services	9,117	30,883	30,883	27,142	27,142
Recreation Centers	3,837	9,261	9,261	9,261	9,261
Senior Programs	25,022	117,925	117,925	121,121	121,121
Arts Program	46,306	64,921	64,921	64,500	64,500
Aquatics	0	0	0	23,015	23,015
Naturalist	0	0	0	29,585	29,585
Miscellaneous	(2,741)	0	0	0	0
TOTAL EXPENDITURES	\$236,234	\$492,755	\$492,890	\$475,923	\$475,923
ENDING FUNDS*	\$94,173	\$7,798	\$82,758	\$82,758	\$82,758

* Projected Ending Fund Balance includes \$62,000 of monies designated for programs in the ensuing fiscal year.

Budget Description

The Proposed FY 2004 Recreation Programs Special Revenue Fund budget of \$475,923 represents a 3.42% decrease of \$16,832 as compared to the Adopted FY 2003 budget of \$492,755.

Significant changes introduced in the Requested FY 2004 include:

- ◆ Overall decrease in projections to bring budget in line with historical financial information.

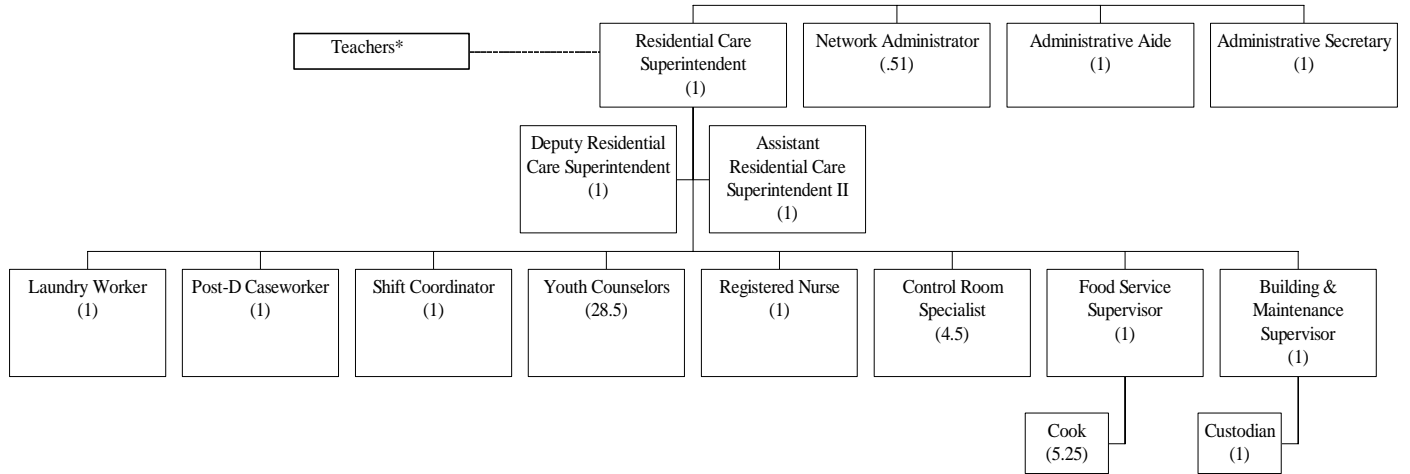
The department requested \$475,923.

All items requested were proposed for funding.

The Proposed FY 2004 Recreation Programs Special Revenue Fund budget was adopted without changes.



Regional Juvenile Detention Center



* Administered by the Lynchburg City Schools



Regional Juvenile Detention Center Fund. The Center provides a secure facility to house and care for juvenile offenders in the City of Lynchburg and Bedford as well as the counties of Amherst, Appomattox, Bedford, Campbell, Charlotte and Nelson under the purview of the law who are awaiting disposition of their charges by the Juvenile and Domestic Relations Court or transportation to a state facility. Administration of the Juvenile Detention Center is governed by the Lynchburg Regional Detention Home Advisory Board.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
PERSONNEL (FTE)	50.01	50.01	50.76	50.76	50.76
BEGINNING FUNDS	\$28,364	\$0	(\$35,758)	\$0	\$0
REVENUES					
Charges for Services	\$1,353,341	\$1,441,419	\$1,482,435	\$1,481,009	\$1,481,009
Intergovernmental	1,269,319	1,153,021	1,153,021	1,161,226	1,161,226
Miscellaneous	(38,232)	0	0	0	0
TOTAL REVENUES	2,584,428	2,594,440	2,635,456	2,642,235	2,642,235
EXPENDITURES					
Salaries	\$1,765,779	\$1,777,146	\$1,777,146	\$1,839,761	\$1,839,761
Supplies	169,134	151,156	173,303	179,600	179,600
Equipment Operation & Maintenance	5,764	5,700	0	12,250	12,250
Gasoline/Diesel Fuel	904	0	0	0	0
Internal Services	3,756	4,129	4,129	4,060	4,060
Rentals & Leases	2,402	2,200	2,200	2,200	2,200
Utilities	47,086	62,675	62,775	52,775	52,775
Buildings & Grounds Maintenance	19,635	10,000	0	0	0
Contractual Services	25,519	25,250	29,433	20,175	20,175
Training & Meetings	3,952	4,000	4,054	4,150	4,150
Miscellaneous Expenses	996	600	350	200	200
Other Program Expenditures	204,101	209,145	209,145	206,461	206,461
Debt	273,670	272,827	272,827	273,148	273,148
Contingency	0	50,000	42,000	16,117	16,117
Heavy Equipment	90,483	0	0	0	0
Nondepartmental Payments	13,761	19,612	14,337	17,455	17,455
Operating Transfer Out	1,135	0	0	0	0
Equipment Replacement	20,473	0	8,000	0	0
Self Insurance	0	0	0	13,883	13,883
TOTAL EXPENDITURES	2,648,550	2,594,440	2,599,699	2,642,235	2,642,235
ENDING FUNDS	(\$35,758)	\$0	\$0	\$0	\$0

Budget Description

The Proposed FY 2004 Lynchburg Regional Detention Center Fund budget of \$2,642,235 represents a 1.84% increase of \$47,795 as compared to the Adopted FY 2003 budget of \$2,594,440.

No significant changes were introduced in the Requested FY2004 budget .

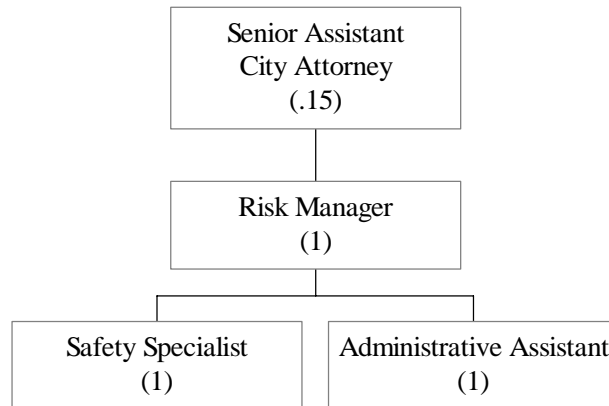
The department requested \$2,642,235.

All items requested were proposed for funding.

The Proposed FY 2004 Lynchburg Regional Detention Center Fund budget was adopted without changes.



Risk Management Office





Risk Management Fund. The Risk Management Program was established by City Council effective January 1, 1986, as an alternative to the routine procurement of general liability and automobile liability insurance policies from commercial insurance companies. The program is funded through annual contributions from the General Fund, Utility Funds, Airport Fund, Regional Juvenile Detention Fund and Self-Insurance Fund interest income. The claims placed in this fund are expended in lieu of insurance to settle liability claims filed against the City.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
PERSONNEL (FTE)	3.15	3.15	3.15	3.15	3.15
BEGINNING FUNDS	\$2,146,360	\$2,031,625	\$1,923,271	\$1,890,398	\$1,890,398
REVENUES					
General Fund	\$283,444	\$477,635	\$477,635	\$476,695	\$476,695
Water Fund	60,455	109,172	109,172	109,807	109,807
Sewer Fund	45,402	79,614	79,614	92,868	92,868
Sewer Fund - Treatment Plant	8,648	19,903	19,903	50,891	50,891
Airport Fund	0	31,000	31,000	49,932	49,932
Solid Waste Fund	0	0	0	104,071	104,071
Juvenile Detention Home	0	0	0	13,883	13,883
Interest Earnings	53,391	120,000	120,000	35,000	35,000
Safety Training Funding from Enterprise Funds	5,167	0	0	0	0
Subrogation	8,875	35,000	35,000	25,000	25,000
TOTAL REVENUES	\$465,382	\$872,324	\$872,324	\$958,147	\$958,147
EXPENDITURES					
<i>Salaries</i>	\$128,570	\$125,250	\$125,250	\$132,826	\$132,826
<i>Employee Benefits</i>	38,428	36,386	36,386	39,825	39,825
<i>Contractual Services</i>					
Maintenance and Repair	0	1,000	1,000	1,300	1,300
Professional Services	9,991	18,000	3,092	0	0
Miscellaneous Contractual Services	0	0	15,921	16,050	16,050
<i>Internal Services</i>					
Copier Services	523	1,000	0	0	0
Fleet Services	1,713	5,750	5,100	2,709	2,709
Information Technology	0	250	0	0	0
<i>Other Charges</i>					
Supplies and Materials	9,034	10,674	10,130	5,574	5,574
Insurance Premiums	0	0	0	0	0
Travel and Training	23,519	18,701	18,701	11,125	11,125
Telecommunications	1,298	900	1,350	1,400	1,400
Postage and Mailing	377	750	750	800	800
Dues & Memberships	2,020	1,810	1,810	2,145	2,145
<i>Capital Outlay</i>	1,507	0	0	0	0
SUB-TOTAL OPERATING EXPENDITURES	\$216,980	\$220,471	\$219,490	\$213,754	\$213,754
Insurance	260,000	535,707	535,707	541,077	541,077
Claims	211,491	150,000	150,000	150,000	150,000
TOTAL INSURANCE AND CLAIMS	\$471,491	\$685,707	\$685,707	\$691,077	\$691,077
TOTAL EXPENDITURES	\$688,472	\$906,178	\$905,197	\$904,831	\$904,831
ENDING FUNDS	\$1,923,271	\$1,997,771	\$1,890,398	\$1,943,714	\$1,943,714



Risk Management Fund Budget Description

The Proposed FY 2004 Risk Management Fund operating budget of \$213,754 represents a 3% decrease of \$6,717 from the Adopted FY 2003 budget of \$220,471.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ Updated allocation of expenses for insurance premiums, claims and overhead to enterprise funds.
- ◆ 2% Salary increase of \$2,604.
- ◆ \$596 increase in Employee Benefits for the Virginia Retirement System, Social Security and Medicare.

The department requested \$219,709.

Major items requested not proposed for funding include:

- ◆ \$4,344 for Supplies & Materials.
- ◆ \$4,811 for Travel & Training.

The Proposed FY 2004 Risk Management Fund operating budget was adopted without changes.